



**Washington State
Department of Transportation**

REQUEST FOR PROPOSALS
Work Zone Traffic Control Supervisor Training
RFP No. SD-0812-TP-04

By
Fred Atkinson
Technical/Professional Program Manager
Staff Development Branch

PROPOSAL DUE DATE
3:00 PM, October 22, 2004

EXPECTED CONTRACT TIME PERIOD
Three Years with option to extend an additional two years.

CONSULTANT ELIGIBILITY
This procurement is open to those consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.



**Washington State
Department of Transportation**

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REQUEST FOR PROPOSALS

September 17, 2004

1. INTRODUCTION

The Washington State Department of Transportation, hereafter called "DEPARTMENT," is initiating this Request for Proposals (RFP) to solicit proposals from organizations or individuals, hereafter called "CONSULTANT," interested in participating in work as listed in this RFP.

2. BACKGROUND

2.1. **Project Overview:** In order to promote the safety of roadway users and workers in highway construction worksites, the DEPARTMENT's Work Zone Safety Task Force, in 1999, established the ongoing training and certification program for Traffic Control Supervisors (TCS), administered by the Washington State Traffic Control Oversight Committee (TCOC). Currently, contractors who engage in DEPARTMENT projects are required to provide certified traffic control supervisors on all projects that include traffic control. In order to have qualified, trained representatives from both the DEPARTMENT and its contractors, it is desirable that DEPARTMENT personnel with work zone responsibilities receive traffic control supervisor certification. The DEPARTMENT desires to establish Training Agreements with qualified consultants to conduct **Work Zone Traffic Control Supervisor Certification (WZTCS Certification)** training and **Work Zone Traffic Control Supervisor Refresher (WZTCS Refresher)** training for DEPARTMENT personnel throughout the state. Training may be conducted in any of the DEPARTMENT's six geographic regions at the discretion of the DEPARTMENT. Class size will be approximately 20 to 40 trainees per class.

2.2. **Training Programs:** The DEPARTMENT provides employee training in the following programs: Leadership and Management, Technical/Professional, Employee Development, Maintenance, Safety, and Information Technology. This RFP solicits proposals for the Technical/Professional Program only.

2.2. **Academic Approach:** All DEPARTMENT training programs require training courses to meet specific training needs unique to the DEPARTMENT's mission, strategic goals, quality values, and diverse work culture. The DEPARTMENT emphasizes instruction that is of a practical hands-on nature rather than a rigid academic approach.

3. STATEMENT OF WORK: The DEPARTMENT desires to enter into Training Agreements with qualified CONSULTANTS to perform work listed herein:

3.1. **Course Delivery:** The CONSULTANT's effort consists of delivery of courses using a **master Instructor's Manual and master Trainee Materials Packet provided by the DEPARTMENT** for each of the courses listed below. The medium envisioned is normally instructor-led training in a classroom setting. As noted earlier, the

DEPARTMENT emphasizes hands-on, experiential-based, interactive instruction using an adult learning model. This RFP includes Course Delivery of the following courses:

- 3.1.1. **Work-Zone Traffic Control Supervisor Certification (WZTCS Certification)** - Twenty (20) instruction hours, plus certification including pre-class verification of certification requirements and two (2) hours of examination.
- 3.1.2. **Work-zone Traffic Control Supervisor Refresher (WZTCS Refresher)** - Seven (7) instruction hours, plus re-certification including pre-class verification of certification requirements and one (1) hour of examination.
- 3.2. **Course Materials:** With the exception of master copies of Course Materials furnished by the DEPARTMENT, the CONSULTANT shall provide all Course Materials required for Course Delivery. Course Materials shall include but are not limited to Instructor's Manuals, Trainee Materials Packets, Examination/test materials, equipment, and other materials as needed to provide quality instruction and learning. Instructor's manuals and student notebooks/workbooks shall be in loose-leaf binder format to facilitate updating of course material.
 - 3.2.1. **Instructor's Manual:** The DEPARTMENT will furnish one (1) printed master copy and one (1) electronic master copy of the Instructor's Manual for the CONSULTANT's use. The CONSULTANT shall reproduce the Instructor's Manual as required to facilitate delivery of the training. The Instructor's Manual shall include the following:
 - 3.2.1.1. Course instruction manual
 - 3.2.1.2. Powerpoint presentation.
 - 3.2.1.3. Overhead projector transparencies.
 - 3.2.1.4. Training exercise and accompanying example plans.
 - 3.2.2. **Trainee Materials Packet:** The CONSULTANT shall assemble and provide a Trainee Materials Packet for each trainee. The DEPARTMENT will furnish one (1) printed master copy of the Trainee Materials Packet for the CONSULTANTS use.
 - 3.2.2.1. **Reproducible materials furnished by the DEPARTMENT:** The DEPARTMENT will furnish an electronic copy of the following material for which the DEPARTMENT holds copyright privileges; these materials shall be reproduced by the CONSULTANT and be incorporated in the Trainee Materials Packets.
 - 3.2.2.1.1. Student notebook/workbook
 - 3.2.2.1.2. Handouts
 - 3.2.2.2. **Materials provided by the CONSULTANT:** The CONSULTANT shall legally obtain or purchase copies of the following documents to be placed in each Trainee Materials Packet.
 - 3.2.2.2.1. **Quality Guidelines for Work Zone Traffic Control Devices** – Published by American Traffic Safety Services Association (ATSSA), 15 Riverside Parkway, Suite 100, Fredericksburg, Virginia, 22406, (540) 368-1701.
 - 3.2.2.2.2. **DOT/FHWA Part VI of the Manual on Uniform Traffic Control Devices (MUTCD): "Standards and Guides for Traffic Controls for Street and Highway Construction, Maintenance, Utility, and Incident Management Operations,"** May be purchased from

ASSA at: <http://www.atssa.com/store/default.asp> ; and is also available for download on the U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) website:
<http://mutcd.fhwa.dot.gov/pdfs/millennium/06.14.01/6andi.pdf>

- 3.2.3. **Examination/Test Materials:** The DEPARTMENT will furnish master copies of a certification examination and answer key for each course listed under Course Delivery for the CONSULTANT's use. The CONSULTANT shall reproduce the certification examinations and administer the examinations to trainees.
- 3.2.4. **Updating Instructor's Manual and Trainee Materials Packet:** When authorized by a DEPARTMENT issued task assignment (see 5.8), the CONSULTANT shall update the Instructor's Manual and the Trainee Materials Packet to incorporate changes in the Manual of Uniform Traffic Control Devices (MUTCD) Part VI; Washington Administrative Code (WAC); and the WSDOT Construction Manual; WSDOT Work Zone Traffic Control Guidelines; and WSDOT Standard Specifications.
 - 3.2.4.1. The DEPARTMENT will furnish revised master copies of updated portions of the Instructor's manual and Trainee Materials Packet. The CONSULTANT shall incorporate the updated material in the Course Materials and delivery of the training.
 - 3.2.4.2. The amount paid, for each authorized Updating Instructor's Manual and Trainee Materials Packet per course will be a lump sum allowance determined by the DEPARTMENT and shown on the attached Cost Sheet for each course.
- 3.2.5. **Updating Examination/Test Materials:** When requested by the DEPARTMENT, Examination/Test Materials shall be updated by the CONSULTANT at no additional cost to the DEPARTMENT. The DEPARTMENT will furnish master copies of updated certification examinations, which the CONSULTANT shall reproduce and administer to the trainees in lieu of previous versions.
- 3.2.6. **Availability of master Course Materials for inspection:** Prior to the RFP due date, printed copies the master Instructor's Manual and master Trainee Materials Packet will be available for inspection at the DEPARTMENT's Staff Development branch (see 6.5). The master Course Materials will be available on line; links will be posted, with the RFP, on the Staff Development web page.
- 3.3. **Certification:** The CONSULTANT shall verify and document that each individual who receives Work-zone Traffic Control Supervisor Certification has met the requirements established by the DEPARTMENT and the TCOC, including possession of a valid flaggers card, documentation of requisite experience, completion of the training course, and achievement of a passing score on an approved examination pertaining to skills needed to perform as a Traffic Control Supervisor. Certification procedures shall include the following:
 - 3.3.1. **Documentation of experience:** CONSULTANT shall receive, review, and process the participants' paperwork documenting experience.
 - 3.3.1.1. Participants who submit documentation of adequate experience for certification at least three (3) weeks in advance of a class shall be issued the Washington State Traffic Control Supervisor (WSTCS)

- certification immediately upon completing the course and passing the exam.
- 3.3.1.2. The CONSULTANT shall issue cards to participants who submit documentation less than (3) weeks in advance if they complete the course, pass the exam, and provide documentation of required experience within (3) weeks of completing the course.
- 3.3.2. **Examination for certification:** The CONSULTANT shall have ready copies of the DEPARTMENT furnished certification examination at the end of each class. During course delivery, special care should be taken to cover every topic included in the examination, for both the WZTCS, and WZTCS Refresher course. Examinations and certification shall be administered as follows:
- 3.3.2.1. The examination shall be given, graded and explained to each participant at the end of class.
- 3.3.2.2. Passing exam score will be 80%. Hand out the WSTCS Certification Card (or WZTCS Recertification Cards as applicable) for those qualified, immediately following exam grading. These cards are provided free of charge by the DEPARTMENT.
- 3.3.2.3. Instructor shall record exam scores of all participants on the class roster; indicate the persons who received cards in class; and the instructor shall sign the completed roster.
- 3.3.2.4. CONSULTANT shall honor all past WZTCS certifications issued by the Northwest Laborers-Employers Training Trust Fund, and Evergreen Safety Council.
- 3.3.2.5. CONSULTANT shall allow a 6-month grace period for lapsed certifications.
- 3.3.2.6. CONSULTANT will review and process certification paperwork within 3 weeks of receiving it.
- 3.3.2.7. The certification and re-certification shall be performed accordingly with standards approved by the DEPARTMENT.
- 3.3.2.8. The CONSULTANT may issue their Certification Card in addition to the Washington State Traffic Control Supervisor Card provided by the DEPARTMENT.
- 3.4. **Scheduling Classes:** Classes will be scheduled at the discretion of the DEPARTMENT. Class dates shall be determined jointly by the DEPARTMENT and the CONSULTANT and delivery will be authorized by a DEPARTMENT issued task assignment (see 5.8).
- 3.5. **Registration and Class Records:** The DEPARTMENT's Staff Development branch will register DEPARTMENT personnel in the DEPARTMENT's Automated Training Management System (ATMS) and provide the CONSULTANT with a class roster prior to delivery of each class. Attendance, test scores, course completions, and certifications issued shall be recorded on the roster, and the instructor shall sign the roster. Following each class the CONSULTANT shall return the completed class roster to the Staff Development office.
- 3.6. **Instructor Credentials:** All instructors for WZTCS training and WZTCS Refresher training shall hold and maintain current flagger certification and current Traffic

Control Supervisor certification.

3.7. **Training Evaluation:** The DEPARTMENT's Staff Development office will furnish training evaluation forms for each class. The CONSULTANT's instructor shall hand out an evaluation form to each trainee and schedule time at the end of each class for completion of the forms by the trainees. The instructor shall return completed evaluation forms to the Staff Development office following each class.

3.7.1. If recurring concerns or deficiencies are identified in the training evaluations, the CONSULTANT shall meet with the DEPARTMENT to resolve the issues to the mutual agreement of both parties.

3.7.2. If a mutually agreeable resolution of the issues is not reached the matter will be referred to the TCOC.

4. **PROPOSAL REQUIREMENTS:** Proposals must contain the following:

4.1. **General:**

4.1.1. **TCOC approval:** Submit a copy of the signed TCOC Memo of Understanding certifying that the CONSULTANT is approved by the TCOC as a training and certification provider in the State of Washington. CONSULTANT's without previous TCOC approval may submit a statement that declares the CONSULTANT's commitment to become TCOC approved prior to providing any training.

4.1.2. **Proof of Licensing:** The CONSULTANT must be licensed to do business in the state of Washington. For information about licensing or exceptions, call the Washington State DEPARTMENT of Licensing at (360) 664-1400, or the Washington State DEPARTMENT of Revenue at 1-800-647-7706.

4.1.3. **Background and Experience:** Submit a description of the CONSULTANT'S firm and any expected subcontractor(s) who might be involved, including a general overview of the firm and resumes of lead personnel. Any related experience, periods of availability for work, and a list of references.

4.1.4. **Approach and Understanding of Requirements:** This should include a statement of approach to the project, staffing procedures, and identification of course goals and course objectives. Include a description of how the CONSULTANT will accomplish the delivery outlined in this RFP.

4.1.5. **Previous Work:** Submit a sample, or cite examples, of previous work showing a product representative of the CONSULTANT'S expertise in the area of interest.

4.1.6. **Cost Proposal:** Submit cost proposals using the applicable attached cost sheets.

4.1.7. **MWBE (Minority and Women's Business Enterprises) Status:** Submit a complete *Training Services Consultant Information Sheet* (see attached form).

5. **POLICIES AND CONDITIONS**

5.1. **Proposals:** Proposals and associated materials submitted by prospective CONSULTANTS will not be returned. Submission of materials for the RFP does not provide ownership to the DEPARTMENT unless ownership is established through purchase or other applicable arrangements.

- 5.2. **Proprietary:** If the CONSULTANT considers any of the information contained in the proposal as proprietary, the portion(s) considered proprietary must be clearly designated. Marking of the entire proposal as proprietary will not be accepted.
- 5.3. **Evaluation:** Proposals will be evaluated by a DEPARTMENT Selection Board convened within thirty days after the closing date for submittal.
- 5.4. **Minority and Women Business Enterprises:** The DEPARTMENT encourages Minority and women-owned organizations and enterprises to respond. For information regarding MWBE certification, call (360) 753-9693, or write to OMWBE, 406 South Water, Post Office Box 41160, Olympia, Washington 98504-1160.
- 5.5. **Washington State Affirmative Action:** Training Agreements will be awarded and administered in full compliance with Washington State Affirmative Action laws and policies.
- 5.6. **Independent Consultants:** Individuals employed by Training Agreements will function as independent CONSULTANTS, not as agents or employees of the DEPARTMENT or the State of Washington.
- 5.7. **CONSULTANT Availability:** CONSULTANTS must make themselves available, at no additional cost, for reasonable planning, coordination, and consultation with the DEPARTMENT'S staff during the life of the Training Agreement.
- 5.8. **Task Assignment:** CONSULTANTS will be authorized to perform work by Task Assignment. This is a document that specifies what task or work will be done providing specific dates, times, locations and cost. The task assignment must be signed by the CONSULTANT and the authorized representative of the DEPARTMENT prior to the performance of any task or work.
- 5.9. **Payment of Fees:** Fees for Training Agreement performance will be paid for each session actually delivered on a session-by-session basis. Fees will be based on the CONSULTANT'S approved cost proposal for work and will be paid on a Task Assignment basis.
- 5.10. **Partial Payments:** Partial payments for Task Assignments may be negotiated between the CONSULTANT and the DEPARTMENT.
- 5.11. **Travel and Per Diem:** All travel and per diem will be the responsibility of the CONSULTANT and should be considered when preparing cost proposals. No separate allowances or fees will be paid for travel or per diem.
- 5.12. **Training Support Provided by the DEPARTMENT:** For the performance of sessions the DEPARTMENT will provide the following, as appropriate: room or facility, attendance rosters and evaluation forms.

- 5.13. **Period of Contracts:** Training Agreements will be awarded for a three year period. The DEPARTMENT reserves the right to extend the contract for an additional two year period at the same costs.
- 5.14. **Contract Direction and Administration Responsibilities:** A DEPARTMENT Staff Development Program Manager will be responsible for providing general direction and administration throughout the life of an awarded Training Agreement. The responsible manager will be the final authority for decisions pertaining to the Training Agreement.
- 5.15. **Copyright Privileges:** All copyright privileges for any material developed to satisfy the terms of the Training Agreement resulting from this RFP process are to remain the property of the DEPARTMENT. Exceptions to this policy must be agreed upon by the DEPARTMENT and specified in writing in the Training Agreement.
- 5.16. **Property of the DEPARTMENT:** All DEPARTMENT written materials that are required by the CONSULTANT for session implementation will be made available by the DEPARTMENT upon request. These items remain the property of the DEPARTMENT and are to be returned to the DEPARTMENT upon request.
- 5.17. **ADA:** The DEPARTMENT complies with the Americans with Disabilities Act (ADA). CONSULTANTS may contact the RFP responsible Program Manager to receive this RFP in Braille or on tape.
- 5.18. **Proposal Format:** All proposals must be on eight and one-half by eleven (8½x11) inch paper and place in binders or folders with tabs separating the major sections of the proposal.
- 5.19. **Signatures:** The Letter of Submittal and forms requiring signature must be signed and dated by a person authorized to legally bind the CONSULTANT to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.
- 5.20. **Failure to Comply:** The CONSULTANT is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.
- 5.21. **Revisions to the RFP:** The DEPARTMENT reserves the right to revise the RFP and to issue addenda to the RFP. The DEPARTMENT further reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract. In the event it becomes necessary to revise any part of the RFP, addenda will be posted, with the RFP, on the Staff Development web page. Monitor the web page for updates and additional information concerning the RFP. No other notification of addenda or additional information concerning the RFP will be provided. (see 6.5).
- 5.22. **Acceptance Period:** Proposals providing less than 60 days for acceptance by the DEPARTMENT from the due date set for receipt of the proposals will be considered non-responsive and will be rejected. Proposals that do not address all areas requested

by the RFP may be deemed non-responsible and may not be considered for a possible contract resulting from this RFP.

- 5.23. **Rejection of Proposals:** The DEPARTMENT reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP. The DEPARTMENT also reserves the right at its sole discretion to waive minor administrative irregularities contained in any proposal.
- 5.24. **Most Favorable Terms:** The DEPARTMENT reserves the right to make an award without further discussion of the proposal submitted. [NOTE: An exception is that the responsible RFP Program Manager may contact the CONSULTANT for clarification of a portion of the CONSULTANT'S proposal.] Therefore, the proposal should be submitted initially on the most favorable terms which the CONSULTANT can propose. There will be no best and final offer process. The CONSULTANT should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the CONSULTANT'S proposal. It is understood that the proposal will become part of the official file on this matter without obligation to the DEPARTMENT.
- 5.25. **Obligation to Contract:** This RFP does not obligate the State of Washington or the DEPARTMENT to contract for service(s) specified herein.
- 5.26. **Costs to Propose:** The DEPARTMENT will not be liable for any costs incurred by the CONSULTANT in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.
6. **INSTRUCTIONS FOR SUBMITTING PROPOSALS**
 - 6.1. **Review Cover Letter:** The cover letter to this RFP provides the closing date and time for submitting the RFP, and it includes additional introductory and background information.
 - 6.2. **Review the RFP:** Review the RFP including all appendices and examples.
 - 6.3. **Determine if a Proposal is Desired:** Proposals must be submitted for all of the RFP, outlined in paragraph 3., Statement of Work.
 - 6.4. **Submit Five Copies of the Complete Proposal:** Ensure all applicable proposal requirements are met as stated in the RFP.
 - 6.5. **Additional Information:** For additional information or assistance, call the DEPARTMENT's Staff Development branch, Technical/Professional Training Program Manager, Fred Atkinson at (360) 705-7066 or Program Assistant, Carole Ransier at (360) 705-7062. Links to this RFP, addenda (if issued), and other information concerning the RFP will be posted on the Staff Development web page, <http://www.wsdot.wa.gov/employment/staffdev/RFP.htm>, monitor the web page for updates.

- 6.6. **Identify the RFP Packet:** Proposals must be received at the address below no later than the date and time indicated on the cover letter to this RFP. Address the RFP packet as follows:

Washington State Department of Transportation
Staff Development Branch – Fred Atkinson
WZTCS RFP
Transportation Building, Room 1B19
Maple Park Ave., SE
PO Box 47310
Olympia, WA 98504-7310

7. **SELECTION PROCESS**

- 7.1. **Selection Board:** A DEPARTMENT selection board will be convened to review all proposals submitted. The board will be convened within 30 days of the closing date for submittals. Based on the board's review, consultants will be selected and Training Agreements will be completed and executed. At the option of the DEPARTMENT, interviews may also be required.
- 7.2. **Criteria for Selection:** The following criteria will be used to select proposals submitted in accordance with this RFP, as applicable:
- 7.2.1. **Experience:** Experience delivering similar types of training; : relevance of experience to work situations in the state of Washington.
 - 7.2.2. **Capabilities:** Description of the CONSULTANT's staff, their education, experience, and applicable capabilities. The CONSULTANT's, resources and ability to execute the contract. The CONSULTANT's ability to schedule and deliver training in a timely manner.
 - 7.2.3. **Cost:** Cost will be considered in view of the DEPARTMENT's budget and reasonable market pricing for product and services expected.
 - 7.2.4. **Affirmative Action:** Disadvantaged business participation will be considered as discussed in paragraph 5.4 and 5.5.



APPENDIX



**Washington State
Department of Transportation**

REQUEST FOR PROPOSALS

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Training Services Consultant Information Sheet

Name of Business: _____

Business Revenue Registration Number: _____

If business is *not* incorporated, your
Social Security or Federal Identification Number: _____

Names of CONSULTANT Instructor(s)/Facilitator(s):

Business address: _____

Telephone/Fax Numbers:

The following must be completed:

51 percent of business owned and administered by disadvantaged _____ Yes _____ No
If your answer is yes, review the following:

Is your firm registered with the Washington State Office of Minority
and Women's Business Enterprises: _____ Yes _____ No

Certification Number: _____
*Assigned by the Office of Minority and Women's Business Enterprises
Attach documents showing certification to the RFP.*

Is any person employed by your organization a current or former state
employee? _____ Yes _____ No
If YES, list the employee's name, agency, date last employed, position,
title, Social Security Number, and date of employment termination.

Attach resumes for each CONSULTANT instructor/facilitator to include the following:

1. Brief bio-sketch (1 paragraph)
2. Credentials, certifications, degrees received or currently working towards.

Similar services you have provided/the organization for which training was conducted/description of training/name and telephone number of any referenced client.



**Washington State
Department of Transportation**

**Course Title: Work Zone Traffic Control Supervisor Certification
(WZTCS Certification)**

Course Description:

This course provides instruction in the proper techniques and procedures for implementing, maintaining, reviewing and modifying temporary work zone traffic control, in accordance with the MUTCD, Part 6; Standard Specifications for Road, Bridge, and Municipal Construction; the WSDOT Traffic Manual; and the WSDOT Construction Manual.

Course Objectives:

Upon completion of this course participants will be able to:

1. Describe the purpose of the TCS program, and the roles and responsibilities of both the contractor and the public works agency TCS's.
2. Inspect traffic control devices and lighting for proper location, installation, message, cleanliness, and effect.
3. Ensure corrections are made if traffic control devices are not functioning properly.
4. Implement work zone traffic control plans (TCP's) and review them for consistency and uniformity in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), Part 6, and the WSDOT Traffic Manual, and other applicable WSDOT guidelines and standards.
5. Monitor work zone traffic control to identify unanticipated site specific needs to ensure the safety of pedestrians, drivers and workers and determine effective methods of meeting those needs.
6. Conduct ongoing inspection and maintenance of traffic control to verify continued effectiveness and to identify any needed revisions.
7. Design and implement field revisions to the work zone TCP, on an as-needed site-specific basis.
8. Serve as an on-site traffic control supervisor within a dynamic work zone, representing either the WSDOT or their contractor on a daily basis.

Certification Activities:

Two (2) hour examination.

Recommended Attendance:

WSDOT personnel involved in implementing or inspecting work zone traffic control.

Hours: 20

Class Size: 20-40

Course Code: A42



Course Title: Work-zone Traffic Control Supervisor Refresher (WZTCS Refresher)

Course Description:

This course provides a refresher of basic fundamentals in the proper techniques and procedures for implementing, maintaining, reviewing and modifying temporary work zone traffic control, in accordance with the MUTCD, Part 6; Standard Specifications for Road, Bridge, and Municipal Construction; the WSDOT Traffic Manual; and the WSDOT Construction Manual.

Course Objectives:

Upon completion of this course participants will be able to:

1. Describe the purpose of the TCS program, and the roles and responsibilities of both the contractor and the public works agency TCS's.
2. Inspect traffic control devices and lighting for proper location, installation, message, cleanliness, and effect.
3. Ensure corrections are made if traffic control devices are not functioning properly.
4. Implement work zone traffic control plans (TCP's) and review them for consistency and uniformity in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), Part 6, and the WSDOT Traffic Manual, and other applicable WSDOT guidelines and standards.
5. Monitor work zone traffic control to identify unanticipated site specific needs to ensure the safety of pedestrians, drivers and workers and determine effective methods of meeting those needs.
6. Conduct ongoing inspection and maintenance of traffic control to verify continued effectiveness and to identify any needed revisions.
7. Design and implement field revisions to the work zone TCP, on an as-needed site-specific basis.
8. Serve as an on-site traffic control supervisor within a dynamic work zone, representing either the WSDOT or their contractor on a daily basis.

Re-certification Activities:

One (1) hour examination.

Recommended Attendance:

WSDOT personnel involved in implementing or inspecting work zone traffic control.

Hours: 7

Class Size: 20-40

Course Code: BQD



Cost Sheet
REQUEST FOR PROPOSALS
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INSTRUCTIONS: Complete one Course Delivery Cost Sheet for each course you propose in this RFP. Fill in the total cost per session for each location/area. Total cost per session should include all costs, including: per diem, travel, materials, and course delivery

Course Title: **Work-zone Traffic Control Supervisor Certification
(WZTCS Certification)**

Course Code: **A42**

COURSE DELIVERY COST

Date	Location/Area	Cost Per Session
TBD	1 SEATTLE (NW Region)	\$ _____
TBD	2 WENATCHEE (NC Region)	\$ _____
TBD	3 OLYMPIA (Olympic Region)	\$ _____
TBD	4 VANCOUVER (SW Region)	\$ _____
TBD	5 YAKIMA (SC Region)	\$ _____
TBD	6 SPOKANE (Eastern Region)	\$ _____

LUMP SUM ALLOWANCES

Allowance for Updating Instructor's Manual and Trainee Materials Packet per DEPARTMENT authorized update	\$ 1125
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TBD = To be determined.



Cost Sheet

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INSTRUCTIONS: Complete one Course Delivery Cost Sheet for each course you propose in this RFP. Fill in the total cost per session for each location/area. Total cost per session should include all costs, including: per diem, travel, materials, and course delivery

Course Title: **Work-zone Traffic Control Supervisor Refresher
(WZTCS Refresher)**

Course Code: **BQD**

COURSE DELIVERY COST

Date	Location/Area	Cost Per Session
TBD	1 SEATTLE (NW Region)	\$ _____
TBD	2 WENATCHEE (NC Region)	\$ _____
TBD	3 OLYMPIA (Olympic Region)	\$ _____
TBD	4 VANCOUVER (SW Region)	\$ _____
TBD	5 YAKIMA (SC Region)	\$ _____
TBD	6 SPOKANE (Eastern Region)	\$ _____

LUMP SUM ALLOWANCES

Allowance for Updating Instructor's Manual and Trainee Materials Packet per DEPARTMENT authorized update	\$ 1125
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TBD = To be determined.